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ABSTRACT

This student booklet is fourth in an illustrated series of eleven learning activity packets for use in teaching job hunting and application procedures and the management of wages to secondary students. Two units are included in this packet, one covering proper dress and grooming for the interview, and the other appearance on the job. Suggestions for dress are given according to the job type: office, sales, and outdoors or dirty. At the beginning of each unit there is a short introduction, then the student objectives are listed, followed by the text section. Suggested learning activities and a Check Your Knowledge quiz conclude the unit. Answers to these quizzes and exercises, as well as final examination ditto masters and answers, are appended as teacher's supplements. As needed, references are made in the text to material in the other booklets. (ELG)

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COOPERATIVE WORK EXPERIENCE LEARNING ACTIVITY PACKET

SERIES ON JOB ENTRY AND ADJUSTMENT

Packet Four

GOOD GROOMING

A project of the Department of Industrial Education, University of Maryland
funded by the Maryland State Department of Education, Division of Vocational-Technical Education.

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YOUR APPEARANCE COUNTS!

You have probably heard the expression that "first impressions count." One of the things that makes a strong impression on a stranger is your appearance. The way you look is the first thing a stranger notices about you.

It is especially important to check up on your appearance before going to a job interview. Your chances of getting the job are much better if the interviewer likes the way you look. In this Learning Activity Packet you will learn how to choose the proper clothing for an interview, and what to wear to work once you've gotten the job. Also included are some tips on your own personal grooming.

STUDENT OBJECTIVES

1

When you have finished this unit of the Packet, you should be able to:

- Give some hints on proper dress and good grooming for a job interview.
- List 4 reasons why your appearance is important.

DRESSING FOR THE INTERVIEW

Susan was on her way to an interview for a job as a checker in a grocery store. Some of her friends were already working there, so she thought it would be pretty easy to get the job.

Susan glanced at her reflection in the mirror as she walked out of the house. Her hair was slightly oily because she had not washed it the night before. She was wearing her good blue jeans and a halter top that was the latest style.

Susan didn't get the job. Naturally, she was very disappointed. "What went wrong?" she asked herself.

It seems that Susan had not thought that the way she looked would affect her chances of getting the job. In fact, her appearance had completely turned off the interviewer. He had remembered that many customers get upset when they find hairs mixed in with the cucumbers. Some even complain to the

manager about the sloppy appearance of the checkers. This interviewer wasn't going to take any chances.

Your appearance is very important at a job interview because this is the first time your employer will meet you. You will want to make a good impression on him. Sometimes the best qualified people are turned down for jobs because of their appearance at the interview.

Another reason that your appearance is important to interviewers is that it reflects your personality. For example:

1. Neat, well-fitted clothing shows that you are orderly, and that you pay attention to the condition and fit of your clothes. Chances are that you will treat your working equipment with the same care.

2. Good grooming shows that you have self-respect and that you care about your health

3. Cleanliness shows consideration for others.

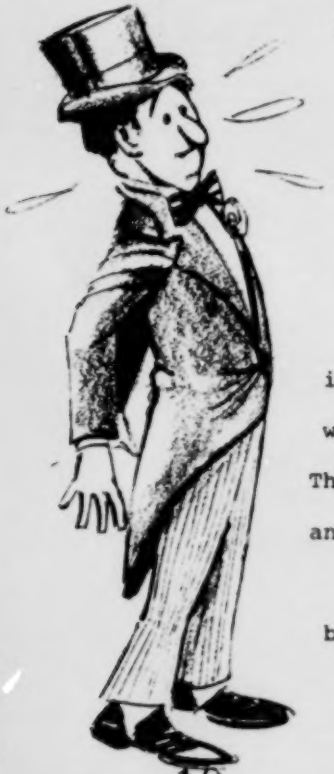
It is embarrassing to your friends and co-workers if they have to stay six feet away from you because you forgot to bathe and brush your teeth that morning.

4. A normal appearance makes you more acceptable to strangers. Far-out clothes and an unusual hairstyle may be attractive to your friends, but most businesses are dealing with older people who are not "tuned in" to the same styles.

Interviewers are concerned about appearance because employees are always representatives of the company they work for. That means that customers tend to judge the entire company from their dealings with one employee. Let's use Susan in the grocery store as an example. A customer might notice Susan's oily hair and think that maybe the butcher has dirty hands, that the vegetable bins may not be cleaned regularly and that the managers just don't care about the condition of the food they sell.

The basic key to dressing for a job interview

is to look conservative. Conservative means quiet and businesslike--nothing flashy. This doesn't mean that a man must always wear a suit and tie, or that a woman must always wear a dress and heels. You should choose your clothing according to the type of job for which you are interviewing.



If you are applying for a job where you will be dealing with customers, for example, as a shoe salesman, it is a good idea for men to wear suits and for women to wear dresses or skirts. This would also be proper dress for an interview for an office job.

Casual clothes for men would be pants (not blue jeans) and a sport shirt or sweater. For women, casual clothing refers to pant suits, skirts and blouses, or nice pants with blouses or sweaters.

Casual clothes would be appropriate for interviews for such jobs as auto mechanic, checker in a grocery store, truck driver, or painter. Never wear work clothes such as blue jeans or overalls to a job interview, even if that is what you will be wearing on the job.

Below is a checklist of things to look for before going to your interview.

HAIR

-looks clean and neatly combed.

FACE

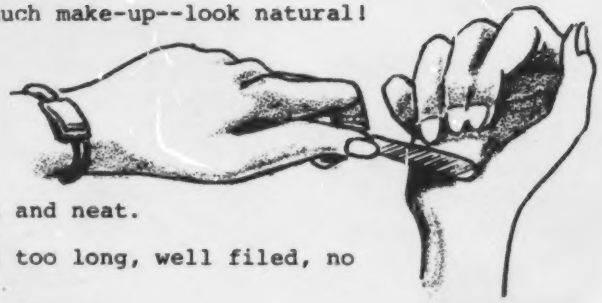
-neck, face, and ears clean.

-teeth and mouth clean.

-men--clean shaven or a well-trimmed beard and moustache.

-women--not too much make-up--look natural!

HANDS



-nails and hands clean.

-men--nails short and neat.

-women--nails not too long, well filed, no chipped polish.

CLOTHING

-style conservative (not too dressy or too casual).

-fits well.

-clean and neat, no wrinkles.

-zippers zipped, no buttons missing.

-no wild or clashing colors.

-women--no slips or bra straps showing.

FOOTWEAR

-shoes clean or polished, not run-down looking.

-men--dark socks, no holes.

-women--neat stockings, no holes or runs, legs shaven.

ACCESSORIES

-men--tie conservative, not too many objects in pockets.

-women--not too much jewelry, light cologne.

Of course, there are some job interviews where these guidelines don't fit. For example, if you are applying for a job as a sales person in a very fashionable clothing store, you would want to wear the most stylish clothes you have.

Another part of your appearance is your posture. Posture is the way you hold yourself when you stand, walk or sit. When you stand, hold your head and neck high, keep your shoulders straight and your stomach in. Sit up straight and keep your legs together. If you sit and stand tall and straight, your clothes will look better and you will feel better--no aching back or "tired blood." If you slouch in your chair, the interviewer may think you are falling asleep!

Another pointer for looking good and feeling good is getting enough rest. Try to get 8 hours of sleep

every night so that you'll be wide awake and alert in the morning.

Eating the right foods according to a daily schedule also affects how you look and feel. Meals that include fruits and vegetables will give you more energy and health than popping a vitamin pill every morning. Three meals a day without snacks will help keep your weight down, so that you will stay in shape. Although coffee breaks are welcome on a rough day, the time is better used to "freshen up," (washing your hands, combing your hair or straightening your tie) than to grab a quick candy bar. Remember

too that candy and sweets are bad for your teeth.

FOR WOMEN ONLY! Never try to look sexy on an interview. This means no low necklines, short skirts or tight sweaters. The interviewer may hire you as his secretary for reasons other than your typing ability.

Below are some Learning Activities that deal with good grooming. Do all of these activities. Then, go on to Check Your Knowledge.

LEARNING ACTIVITIES

1. Write down the type of clothes you can wear to an interview for each of the following jobs: (Answers will be either business, casual, or work clothes.)

   a. Secretary
   b. Carpenter
   c. Shoe Salesman
   d. Truck Driver

2. For each of the following pictures, tell what is wrong with what the person is wearing to a job interview. If there is nothing wrong, just write "nothing."

3. PUZZLE: (Get a copy from your teacher.) See if you can find 12 parts of your appearance that you should check before going to a job interview. These are the words to look for: HAIR, FACE, TEETH, HANDS, NAILS, CLOTHES, SHOES, JEWELRY, TIE, CLEAN, POSTURE, CONSERVATIVE.

✓CHECK YOUR KNOWLEDGE

1. Give 3 reasons why your appearance is important at a job interview.

2. Another word for quiet and businesslike is _____.

3. Your _____ is the way you hold yourself when you stand, walk or sit.

4. List 3 things about your clothing that you should check before going to your interview.

Check your answers with the teacher. If you had trouble with any of the questions, or, if you want more practice, do the Alternate Activity.

ALTERNATE ACTIVITIES

1. Give one or two hints on proper interview appearance for each of the following:

Hair, face, hands, clothing, footwear, accessories.

STUDENT OBJECTIVES

2

After you have read this section of the Packet, you should be able to:

- Describe different styles of dress for different types of jobs.
- List some examples of good grooming.

YOUR APPEARANCE ON THE JOB

Don't ever think that just because you have a job, you can stop worrying about your appearance. How you look on the job is just as important as how you look for an interview, and for the same reasons (see Unit 1).

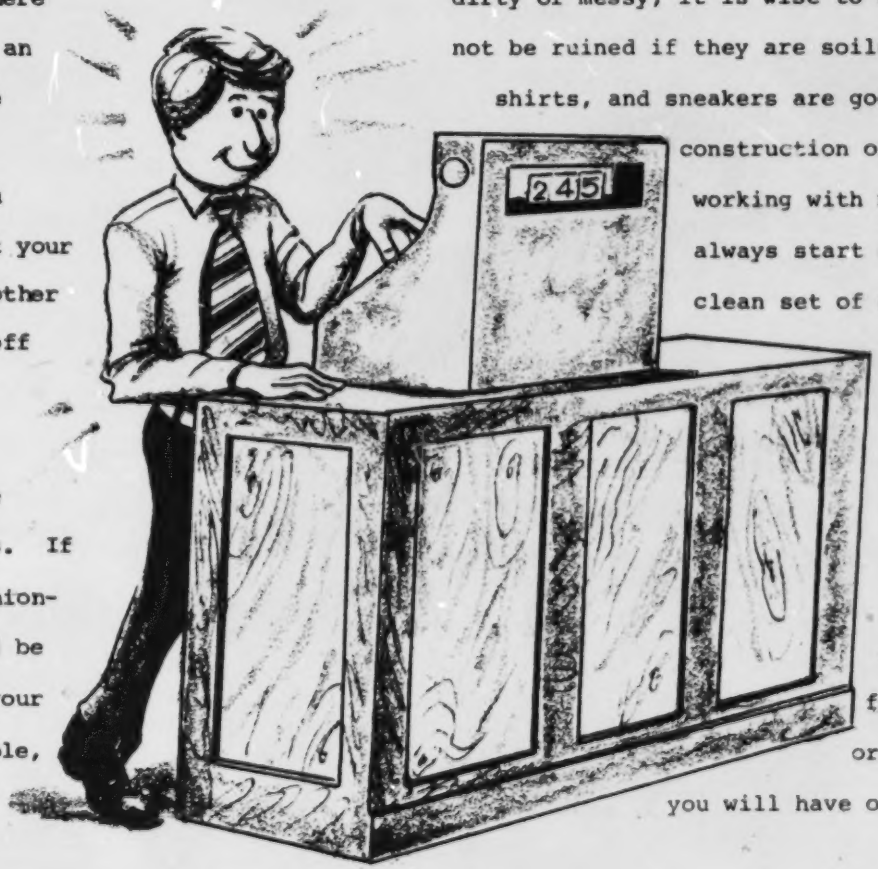
The best clues to the proper dress for your job can come from your co-workers. If the other people in your typing pool wear slacks to work, then you can do the same. If all the salesmen in your department wear ties, then you should too. Never use your boss as an example of the proper dress code. In some offices, the boss will wear golf shorts, but will expect his junior executives to wear suits or dresses.

Here are some general suggestions for proper dressing in different types of jobs.

Office Jobs: Dress codes in offices may range from the very casual (blue jeans) to the very formal (jacket and tie). E.g., many professionals such as lawyers, require office workers to dress formally. However, there are also many law firms that like to impress the clients as "liberal" and up-to-date. They may encourage their employees to wear sport

shirts or casual slacks. But, before you show up for work in casual clothing, check to see if the office has a formal dress code. If there is none, then your best bet in an office is to follow the example of your co-workers.

Sales Jobs: In a sales job you must be even more careful about your appearance than in almost any other job. If a customer is turned off by the salesman, he probably will not buy the product. Often you must dress in a style that will please your customers. If you are selling shoes in a fashionable store, your clothes should be stylish. However, if most of your shoe customers are elderly people, you would want to dress conservatively.



Outdoors or Dirty Jobs: If your work is going to be dirty or messy, it is wise to wear clothes that will not be ruined if they are soiled. Blue jeans, work shirts, and sneakers are good things to wear on construction or farm jobs, or when working with machines. You should always start each workday with a clean set of clothing, no matter how dirty you will be by the end of the day.

Uniforms: Many jobs, such as that of waiter, doctor's office receptionist, or beauty operator, require uniforms. You may have two or more uniforms, so that you will have one to use while the other

is being washed. In any case, you should always start your day with a clean, fresh uniform. Don't forget the shoes and hat that may be a part of the uniform--they should also be clean and in good condition.

You may have noticed that, often, your appearance on the job depends on what kind of job you have. Most jobs have something about them that will affect the way you dress for work. For example, typists should keep their fingernails short. Long nails make it hard to type well and are likely to be broken on the typewriter. Also, typists should never wear dangling jewelry, such as charm bracelets. Many a typist has broken the chain on a necklace or bracelet after it has gotten tangled up in the typewriter keys.

You should also keep the weather in mind when you dress for work. Wear a coat when it's cold and carry an umbrella when it's raining. If you work

outdoors, these pointers are even more important. Staying healthy means that you will be absent from work less often--which is something your boss will notice.

Once you have gotten used to the way people dress at your job, you will know how to dress appropriately. But your appearance doesn't stop with what you are wearing. You must also check on your personal grooming.

Many hints for good grooming were given in the first unit of this packet. These hints apply to your everyday grooming as well as "sprucing up" for a job interview.

Cleanliness is the first word in good grooming. Wash your hair regularly so that it will never look oily when you go to work. Regular washing also helps control dandruff problems. A daily

bath or shower and brushing your teeth should become habits. And use deodorant! You can't count on perfume or after-shave lotion to cover up for you.

Neatness is another key to good grooming. Your hairstyle should be casual and stylish. In some jobs you may find that it is easier or more comfortable to keep your hair short. For example, if your summer job is moving boxes, you may find that long hair is not only hot but can be a real hassle when it keeps falling into your eyes. Waiters and waitresses who have long hair often must use a hair net. Whether you wear a net or cut your hair short, the important thing is that you be neat.

Never wear torn clothes, socks with holes, or stockings with runs. Women should keep an extra pair of hose handy in case of such emergencies. Even if you are working on a construction job where it is

quite possible that your shirt may get ripped, you should start each day with clothes that are in good shape. If you take care of your clothes, they will look better and last longer. Set aside a certain time each week to do your laundry, and take nonwashables (check the labels) to the dry cleaners regularly. Unless all your clothes are permanent press, you should iron them before you wear them. This way you'll start each day looking fresh and neat. Sew on loose buttons before you lose them and fix any tears that are falling down. These small repairs take little time and make a big difference in how your clothes look and how long they will last.

Below are some learning activities that deal with good grooming on the job. Do two of the three activities. Then go on to check your knowledge.

LEARNING ACTIVITIES

1. Below is a list of workers. Write a short description of what each worker should wear on the job.

a. secretary

b. farm worker

c. salesman

d. lawn mower

e. murse

2. Go through magazines and cut out pictures showing proper dress for the 5 types of jobs in #1 above.

3. Below are some sentences about good grooming. Each sentence has one or two scrambled words. Unscramble the words to complete the sentences. (Get a worksheet from your teacher.) (a) eelnsclnais is the first word in good grooming. (b) setnenas is another key to good grooming. A waitress with long hair may have to wear a (c) hira tne. (d) eepfrum can not take the place of a daily bath. A (e) aydil habt or (f) hoeswr should become a habit. Always make sure that you use (g) nteddoora.

✓CHECK YOUR KNOWLEDGE

1. Write True or False for each of the following statements.

A. How you look on the job is not as important as how you look for an interview.

B. The best clues to the proper dress for your job can come from your co-workers.

C. It is okay to wear dirty clothes to work if you are an auto mechanic.

D. Washing your hair often helps to keep it clean and free of dandruff.

E. Deodorant is not necessary if you use a lot of perfume or after-shave lotion.

2. Use the information in both Units 1 and 2 of this Packet to list 4 examples of good grooming habits.

3. Write a short description of what you would probably wear to work if you were:

a. a receptionist in a very old, "established" (that is, formal and conservative) law firm.

b. a plumber.

c. a furniture salesman.

4. To the right is a picture of Sally, a cashier. What is wrong with the way she's dressed? List your answers on a separate sheet of paper.

Check your answers with your teacher. If you had trouble with any of the questions, or, if you choose, you may do the Alternate Activities.

ALTERNATE ACTIVITIES

Go to a large department store. Walk through 3 different departments (for example: jewelry, women's clothing, hardware, furniture, etc.) and write down a description of how one salesperson in each department looks. See if you can point out some of the things that help each person fit into his or her sales department. One example would be a very attractive woman with a well-styled hairdo and tasteful make-up working in the cosmetics department.

You have completed this Packet. It would be a good idea to review the Packet before taking the final examination.

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GOOD GROOMING

PACKET FOUR

TEACHER'S SUPPLEMENT

JOB ENTRY AND ADJUSTMENT SERIES

COOPERATIVE WORK EXPERIENCE LEARNING ACTIVITY PACKET

SERIES ON JOB ENTRY AND ADJUSTMENT

Supplement to Packet Four

GOOD GROOMING

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Project Director: Dennis R. Herschbach, University of Maryland.

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Illustrations: John Littlehales.

PAGE 6

Answers to

LEARNING ACTIVITIES

1. a. business
   b. casual
   c. business
   d. casual

PAGE 7

2. a. Clothes are too flashy and shirt and pants clash.
   b. Teased hair and heavy make-up are unacceptable for a job interview.
   c. Jeans and torn T-shirt are unacceptable for a job interview.
   d. Nothing.

3. See page 4C for Puzzle Worksheet ditto and answer sheet.

PAGE 11

1. a. Secretary: can range from casual to very formal clothing, depending upon the preferences of the company.
   b. Farm worker: clean work clothes such as blue jeans, work shirt and sneakers.

PAGE 12

   c. Salesman: depending upon what he is selling and who he is selling to, clothing can range from stylish to conservative. Important point is that clothing be neat and attractive.
   d. Lawn mower: clean work clothes.
   e. Nurse: a clean, fresh uniform, along with the hat and shoes that go with it.

3. See page 4D for Scrambled Words Worksheet ditto and answer sheet.

PAGE 7

Answers to

✓CHECK YOUR KNOWLEDGE

1. Can be any 3 of the following:

   -Shows the interviewer that your thinking is orderly.
   -Shows that you have self-respect.
   -Indicates that you have consideration for others.
   -Makes you more acceptable to strangers.
   -Indicates that you will treat your working equipment with care.

2. Conservative.

3. Posture.

4. Can be any 3 of the following:

   -Check to see that clothing is clean.
   -Make sure clothing fits well.
   -See that all details are in place, such as zippers being zipped, straps and slips out of sight.
   -Make sure that all colors match.
   -Be sure that clothing is conservative.

PAGE 12

1. A. False
   B. True
   C. False
   D. True
   E. False

PAGE 12

Answers to

✓CHECK YOUR KNOWLEDGE

2. Can be any 4 examples of good grooming habits. Possible answers:

-Dress neatly and conservatively.
-Dress in a way that is appropriate for the kind of job you are applying for or working in.
-Keep hands, clothes, footwear, hair, and face clean and well-maintained.
-Shower or bathe regularly.
-Practice good posture.
-Try to get proper rest.
-Eat the right foods.
-Use a deodorant regularly.
-Brush teeth after every meal.

3. a. Conservative, formal clothing, such as a jacket and tie. For women: a dress and heels.
   b. Work clothes, such as blue jeans, work shirt and sneakers.
   c. Can range from conservative to formal, depending upon the product and the kind of customer. Important point is to be neat and presentable. Might wear a tie and sports jacket.

PAGE 13

4. -Slip showing
-Excessive jewelry
-Heavy make-up
-Poor posture
-Patched dress
-No shoes

PAGE 7

Answers to

ALTERNATE ACTIVITIES

1. Answer can be any 2 points under each category:

Hair -clean
-neatly combed

Face -neck, face, ears clean
-teeth and mouth clean
-men: clean shaven
-women: moderate make-up

Hands -nails and hands clean
-men: nails short
-women: not too long, polish not chipped

Clothing -conservative style
-good fit
-clean and neat
-details (zippers, slip, straps) in place
-matching colors

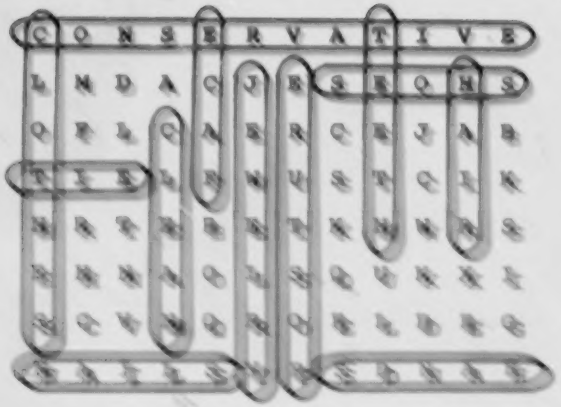
Footwear -clean, polished
-socks without holes
-stockings neat, no holes or runs

Accessories -men: conservative tie, uncluttered pockets
-women: light cologne, moderate amount of jewelry

Final examination and answers can be found on pages 4E and 4F.

4B

Answers to
Learning Activity #3
Puzzle Worksheet
Page 7, Packet 4

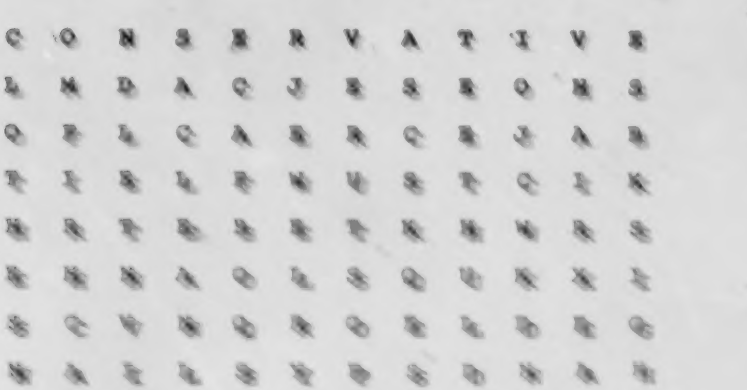


Ditto for student use

4C

Learning Activity #3
Puzzle Worksheet
Page 7, Packet 4

3. PUZZLE: See if you can find 12 parts of your appearance that you should check before going to a job interview. These are the words to look for: HAIR, FACE, TEETH, HANDS, NAILS, CLOTHES, SHOES, JEWELRY, TIE, CLEAN, POSTURE, CONSERVATIVE.



4C

Answers to
Learning Activity #3
Scrambled Words Worksheet
Page 12, Packet 4

3. a. cleanliness
   b. neatness
   c. hair net
   d. perfume
   e. daily bath
   f. shower
   g. deodorant

Ditto for student use

4D

Learning Activity #3
Scrambled Words Worksheet
Page 12, Packet 4

3. Below are some sentences about good grooming. Each sentence has one or two scrambled words. Unscramble the words to complete the sentences.

(a) eelnsclnais is the first word in good grooming.

(b) setnenas is another key to good grooming. A waitress with long hair may have to wear a (c) hira tne. (d) eepfrum can not take the place of a daily bath. A (e) aydil habt or (f) hoeswr should become a habit. Always make sure that you use (g) nteddoora.

4D

Answers to
Final Exam
Packet 4

1. b

2. b, d

3. c

Ditto for student use

4E

Final Exam
Packet 4

In the following multiple choice questions, circle the letter in front of the correct answer.

1. Suppose you are a used car salesman. Which of the following is proper dress for your job?

   a. blue jeans and work shirt
   b. sport shirt and tie
   c. overalls
   d. tuxedo

2. Suppose you are a salesperson in the shoe store at the local shopping center. Which of these would be proper to wear? There may be more than one answer.

   a. blue jeans and faded T-shirt
   b. jacket and tie
   c. hot pants and halter top
   d. pants suit

3. Which of the following would you not wear if you were a typist?

   a. skirt and blouse
   b. high heeled shoes

(#3 continued on page 4F.) 4E

Answers to
Final Exam
Packet 4

4. Can be any 3 of the follcwing:

-Shows the interviewer that your thinking is orderly.
-Shows that you have self-respect.
-Indicates that you have consideration for others.
-Is a sign that you will be more acceptable to strangers.
-Indicates that you take care of yourself and will probably take care of your work equipment.

5. Posture: the way you hold yourself when you stand, walk, or sit.
Importance: good posture will help you to have a good appearance while you are on an interview. Your clothes will look better and you will look like you are wide awake.

6. Answer can be any 3 jobs which require a uniform. Examples:

waitress, nurse, policeman, chef, dental assistant.

7. Can be any 4 examples of good grooming. Possible answers:

-Dress neatly and conservatively.
-Dress appropriately for interview or job.
-Keep hands, clothes, footwear, hair, etc. clean and well maintained.
-Practice good posture.
-Try to get proper rest.
-Eat healthy foods.
-Use a deodorant regularly.

Ditto for student use →

c. long string of pearls

d. turtleneck sweater

4. List 3 reasons why your appearance is important for a job interview.

5. Define posture and explain why good posture is important at an interview.

6. List 3 types of jobs that might require uniforms to be worn.

7. Give 4 hints for good grooming.